

CROWN Memorandum



Memo Number: 02-0016-GN

TO: ESRD Executive Directors, ESRD Data Managers
FROM: Crystal Henderson, Vision Project Coordinator
DATE: October 25, 2002
SUBJECT: Submission of VISION Training/Reimbursement Forms

In anticipation of the upcoming CMS Regional/Central Office review session on November 14, 2002, all Networks are requested to submit any outstanding VISION Training Budget Reimbursement forms for any workshops planned for the remainder of the calendar year 2002.

They should be emailed no later than **Monday, November 11, 2002** to the attention of Crystal Henderson at vision@nw6.esrd.net for SIMS initial review and processing. The forms will then be forwarded to the Central/Regional Officers for approval.

Below are some documents that you may find useful during your submission process. These documents as well as others are available for download from the SIMS website:

- A flow chart of the reimbursement process
<http://simsweb.esrd.net/VISION/Quality%20Net%20User%20Registration/reimbursementFlowchart.pdf>
- The most updated version of the Training Reimbursement Form
<http://www.simsproject.com/vision/visionTrainingReimbursementForm.doc>
- A sample training agenda and outline
<http://www.simsproject.com/vision/sampleTrainingAgenda.doc>

Also attached are copies of the Training Expense Voucher and a sample training evaluation form, both of which should be submitted upon the conclusion of training. For your convenience each of these documents will be posted to the SIMS website later today.